



## BPA VACANCY ANNOUNCEMENT (#002764-05-BPA)

U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER  
ADMINISTRATION

**POSITION AND LOCATION:** Public Affairs Specialist, GS-1035-11/12, Portland, OR

**OPENING DATE:** 10/04/04

**CLOSING DATE:** 10/18/04

**ANNUAL PAY RATE:**  
GS-11 \$50,620 - \$65,803  
GS-12 \$60,670 - \$78,868

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

**WHO MAY APPLY:** Career and Career Conditional Employees of Bonneville Power Administration only.

**POSITION LOCATION:** Power Business Line, Communication and Liaison, PL, Portland, OR

**NOTES:**

**This is the same position announced under 002754-04-BPA. Changes were made to the Specialized Experience and Knowledge, Skills and Abilities questions. Those who previously applied to 002754-04-BPA must re-apply to this announcement for consideration for this position.**

The full performance level of this position is GS-12.

This position may be filled at the GS-11 or GS-12 level. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE**

**PROGRAM (ICTAP):** Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

**MAJOR DUTIES:** This position is located in the Communication and Liaison function which manages internal and external communication for the Power Business Line. Specifically the function advises management on ways to communicate decisions, how to factor in politics, and provides advice and assistance on public processes. The incumbent of this position will manage communication processes to various internal and external customers and constituents. Works closely with PBL senior managers, program managers, and team leads to identify information needs and identify political sensitivities to consider; develops outreach and public involvement plans; develops talking points, Federal Register Notices, and other outreach and communication documents; and Develops recommendations to address differing themes arising from outreach

efforts and approaches for responding. PBL liaison between various BPA offices, field staff, Tribal Relations, Regional Relations, and the Washington, D.C. office for development of communications and political strategy materials.

**QUALIFICATION REQUIREMENTS:** Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position.

**Specialized Experience (GS-11)**

Experience writing and preparing routine external releases and providing program information to interested parties orally and in writing.

**Specialized Experience (GS-12)**

Experience writing and preparing releases for a variety of audiences, such as customers, constituents and tribes as well as other interested parties and providing controversial program information to interested parties both orally and in writing.

**Note:** In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

**TIME-IN-GRADE RESTRICTION(s):** Applicants must have served 52 weeks at the next lower grade level in the Federal service.

**BASIS OF RATING:** No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following **knowledge's, skills, and abilities**. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

1. **Knowledge of written communication principles, techniques, and methods used in preparation of external release material sufficient to convey information to the public.** (Describe your experience writing and/or preparing talking points, speeches, letters and presentations for external audiences, or other materials to convey information. Include the types of sources used and whether you were required to determine most effective techniques.)
2. **Ability to communicate orally to provide complex or controversial information to interested external parties for an organization involved in controversial program activities.** (Please describe your experience communicating information orally to interested parties. Describe, as applicable, the complexity or how the information was controversial and the audiences to which the information was presented.)
3. **Ability to assess public reaction and identify extent of understanding achieved sufficient to evaluate effectiveness of information programs.** (Please describe your experience assessing program information, including the type of program and if researching public reaction was involved. Also include your role, if any, in preparing the information for use by others.)
4. **Ability to work effectively and independently under the pressure of deadlines, frequent interruptions and changes in priorities; and to maintain progress on several functions simultaneously.** (Describe your experience working under the pressure of frequent interruptions with changes in priorities with tight deadlines while maintaining multiple work functions simultaneously.)

**APPLICATION INFORMATION:**

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

**HOW TO APPLY:**

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

## **REQUIRED INFORMATION ON RESUMES\***

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

**\*Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

**FORMS AVAILABILITY:** All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

***Applicants should retain a copy of their application as BPA does not return applications or provide copies.***

## **WHERE TO APPLY:**

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232.

## **RECEIPT OF APPLICATION:**

Your complete application must be received no later than 12 midnight Pacific Daylight Time (PDT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PDT.

Applicants will be notified of receipt of their application package.

## **FAX APPLICATIONS:**

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

## **EMAIL APPLICATIONS:**

Applications should be sent as email attachments to: [jobs@bpa.gov](mailto:jobs@bpa.gov). The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

## **THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.**

<a href="http://www.va.gov/">http://www.va.gov/</a>	<a href="http://www.jobs.bpa.gov/">http://www.jobs.bpa.gov/</a>	<a href="http://www.usajobs.opm.gov/">http://www.usajobs.opm.gov/</a>	<a href="http://www.opm.gov/qualifications/index.htm">http://www.opm.gov/qualifications/index.htm</a>
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management